

37.5 Hrs.	Administrative Assistant / Accounts Payable		Job Description
Direct Report	Town Accountant – Finance Director	Grade	D expected hiring range \$41,605 - \$45,035
Department	Finance	FLSA	Non-Exempt
Division	Accounting	Bargaining Unit	Non- Union
Date	January 2016	Location	Town Hall

Summary

Performs a variety of routine and complex administrative work with a focus on accounts payable. Maintains official records, providing administrative support for the Finance Department.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manages and supervises assigned operations to achieve goals within available resources. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests.
2. Process, code and review invoices and invoice batches for all Town Departments insuring accuracy and protocol application.
3. Coordinate payroll check delivery to Town Departments.
4. Reconcile and input revenues, student activity accounts, perform budget adjustment entries and monthly journal entries for investment income.
5. Reconciles Accounts Receivable ledger to General Ledger.
6. Process time and attendance for the Finance Department, reconcile time and attendance for RMLD employees.
7. Reconcile and maintain purchase orders, including conversion of requisitions to purchase orders within the MUNIS system.
8. Provide training and support to other Administrative staff relating to Accounts Payable and MUNIS navigation.
9. Provides in-person and telephone support and assistance to the public and Town employees. Investigates and follows-up on requests for information, assisting other departments to resolve accounts payable issues.
10. Maintains a commitment source book related to real estate, water/sewer, motor vehicle excise tax, personal property, abatements, and other tax related items.
11. Reconciles Collector turnovers to Collector postings.
12. Provides back up to Senior Administrative Assistant and Department Head.

Minimum Qualifications

1. Graduation from a college or university with an Associate's Degree in accounting, public administration, political science, business management, or a closely related field; and
2. One to three years of related experience; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for Administrative Assistant / Accounts Payable. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until filled.

A full Job Description is available upon request
 Judith Perkins
 Human Resources Director
 The Town of Reading is an Equal Opportunity Employer